

## WINNEBAGO COUNTY JOB DESCRIPTION

Class Title: Summer Seasonal, non-CDL  
Department: Secondary Roads  
Reports to: County Engineer  
FLSA Status: Non-exempt  
Date: February 18, 2016

### **Job Summary**

This temporary seasonal position is responsible for implementing updates to the county 911 address system. With minimal supervision, employee will call for utility locates and replace signs and posts. Employee may also be required to assist the County Engineer with office and field work and assist with Secondary Road Department operations as necessary.

### **Essential Duties**

Performs manual labor including, but not limited to operating a pickup and removing and installing signs and posts. Maintains detailed daily records. May be asked to assist in surveying, inspections, materials testing, or maintenance activities. Performs other duties as assigned.

### **Employment Period**

Flexible – mid-May 2016 (or sooner) – September 2016  
40 hour week, 6am to 4:30pm M-TH  
Salary: \$14.00 per hour

### **Qualifications**

Completion of High School, or G.E.D. equivalent.

### **Requirements**

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Employee must have the ability to effectively apply knowledge and common sense to solve problems and/or achieve work objectives; ability to routinely stand, walk, sit, kneel, stoop, balance, climb and operate power hand tools; ability to work outdoors in extreme weather or road construction conditions and be exposed to dust, fumes and loud noises; ability to routinely lift 75lbs.; ability to follow written and oral instructions; possess a valid Iowa driver's license; maintain an acceptable driving record; maintain drug free environment and pass pre-employment physical and drug screening.

**To Apply:** Please send cover letter and completed application to the County Engineer's Office at [engineer@winnebagocountyiowa.gov](mailto:engineer@winnebagocountyiowa.gov) or 126 S. Clark St., Forest City, IA 50436. Employment applications are available at [www.winnebagocountyiowa.gov](http://www.winnebagocountyiowa.gov) or by calling 641-585-2905.

**Deadline:** Open until filled.